Chapter 1
Introduction

1–1. Purpose

a. This pamphlet indicates which records are required to control and manage equipment and maintenance. AR 750–1 sets the policy for keeping the records outlined in this pamphlet.

b. This pamphlet applies to all Army equipment, except installed equipment (see AR 420–17), industrial production equipment, nonstandard equipment that has not been type classified or assigned a National Stock Number (NSN), equipment bought with nonappropriated funds, and medical equipment covered by TB 38–750–2.

c. The forms and records are used to—

(1) Control equipment and manage maintenance.

(2) Make equipment improvement recommendations (EIRs) and product quality deficiency reports.

(3) Ask for, apply, and report Modification Work Orders (MWOS).

(4) Keep track of and report on the condition, status, and operation of equipment.

(5) Collect and report information used to design new equipment and redesign and improve current equipment.

(6) Gather information for special one–time studies and projects. When the forms do not meet the needs of a study or project, ask HQDA (DALO–SMM), WASH DC 20310–0546, for approval to vary from this pamphlet.

(7) Get special maintenance information from selected units in selected areas. This sampling will be limited to a stated number and a specific type, model, or series of equipment. The sample can be taken for only a limited time. AR 750–1 governs sampling programs.

(8) File warranty claim actions (WCAs).

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the consolidated glossary. Other military terms are defined in AR 310–25.

1–4. Exceptions

This pamphlet cannot be supplemented or changed without approval from HQDA (DALO–SMM), WASH DC 20310–0546.

1–5. Types of records

a. Operational records. Operational records give the information needed to control equipment. They help plan, manage, and put the equipment and personnel to the best use. Operational records are in chapter 2.

b. Maintenance records. Maintenance records control maintenance schedules and services, inspections, and repair workloads; and are used to report, ask for, and record repair work. They help keep up with the status of equipment for readiness, warranty, equipment use, and logistics reports. Maintenance records are in chapter 3.

c. Nonaeronautical Equipment, Army Oil Analysis Program (AOAP). Technical information, instructions, and operating procedures for nonaeronautical equipment enrolled in the AOAP are described in chapter 4. Policies, objectives, and responsibilities of the AOAP are prescribed in AR 750–1.

d. Equipment historical records. Historical records are permanent forms on the receipt, operation, maintenance, modification, transfer, and disposal of individual items of equipment. These records are in chapter 5.

e. Watercraft records. Records for U.S. Army floating craft are in chapter 6.

f. Rail equipment records. Chapter 7 covers records for U.S. Army rail equipment.

g. Communication security (COMSEC) equipment. COMSEC equipment records are in chapter 8.

h. Ammunition records. Use ammunition records to control and report on munitions. Nuclear weapon reporting is covered by (C) TB 9–1100–803–15. Ammunition records are in chapter 9.

i. Supply and Maintenance Assessment and Review Team(SMA-RT). The purpose of SMART, how to submit a SMART initiative, and a list of SMART Initiatives are included in chapter 10.

j. Deficiency reports. Procedures to report deficiency reports are in chapter 11.

k. Unit Level Logistics System (ULLS) user procedures. ULLS user procedures are outlined in chapter 12.

l. Standard Army Maintenance System (SAMS) user procedures. Forms and procedures unique to SAMS users are outlined in chapter 13.

1–6. General instructions

a. Information about equipment forms and records, and specific details on how to use, fill out, and handle each form is found in the related chapter. Unless the specific instructions for the form say otherwise, the following rules apply:

(1) Nonapplicable entries will be left blank.

(2) All entries on the forms will be printed or typed except personal signatures and initials. All forms and records will be filled out in pencil, unless the specific instructions tell you to use ink. If ink is required, you will use a blue or black pen. Repeated information can be entered by rubber stamp. Typed and stamped entries will be in blue or black. Grease pencils, felt tip marker, and colored pencils will not be used except as directed for corrected copies.

(3) Time and effort can be saved by using abbreviations. Use only the abbreviations in AR 310–50, AR 700–138, appendix B, and the consolidated glossary.

(4) Authorized codes for forms are listed in appendix B.

(5) Ditto symbols may be used. However, make sure the symbols cannot be misunderstood.

(6) Forms may be overprinted when the information is repeated each time the form is used for a particular purpose. For example, heading information or inspection items may be overprinted.

(7) The terms noun, noun abbreviation, and noun nomenclature refer to the same basic identification. These terms may be used interchangeably.

(8) Use the examples and illustrations as guides only. Read the text and figure instructions. Then fill out your forms showing your own equipment, unit, and status. If there is a conflict between the form and the instructions in the figure, use the instructions.

(9) Forms will not be changed or altered. You will not use locally devised forms instead of, or in addition to, the forms in this pamphlet. When forms do not give you needed information, you can ask permission to vary from this pamphlet. However, you will not vary from these requirements without written permission from HQDA(DALO–SMM), WASH DC 20310–0546.

(10) Commanders appoint a designated representative to sign some forms and records. When a representative is appointed, that authority must be in writing on a memorandum, orders, or a DA Form 1687 (Notice of Delegation of Authority–Receipt for Supplies). See DA Pam 710–2–1.

(11) Where rank/grade is mentioned, rank refers to military(e.g., CPT), and grade refers to civilian (e.g., WG–09).

(12) Use julian or calendar dates unless the specific form instructions tell the type of date to put on a form.

(13) Do not make out forms and records until you have an entry for them.

(14) Disposition instructions are provided for each form. A form may be retained beyond the prescribed period when required locally to assist management or in special situations. A form will not be retained beyond the prescribed time merely for inspection purposes.

(15) Wherever a masculine pronoun "he","him", or "his" is used, it will be construed to include the feminine "she", "her", or "hers" as appropriate.

b. Commanders direct the preparation of forms for local management purposes. The forms used for local management purposes, and not directed to be maintained by other guidance, will not be sent outside the command.

c. The forms are no good unless the information is readable, correct, and complete. If a form is found with missing or incorrect information, check the applicable instructions for the form. If those instructions say the form or the information stays within the unit, just correct the form. Erase, use correction fluid or tape, or line through the wrong information. Write the correct information above the line or where the old entry was. Some information or entries cannot be changed. Check the specific form instructions before you erase, correct, or line through entries.

d. Whenever you make an EIR, check AR 672–20. Many EIRs qualify as suggestions and could earn you some money.

e. This pamphlet gives instructions for manually preparing maintenance forms and records. Some Department of the Army (DA)standard automated systems (ADPE–supported) also require maintenance forms and records. The instructions for filling out the forms under those systems are in the manuals for those systems. When the automated system you are under disagrees with this pamphlet, go with the automated system manual. But, the automated system manual rules over this pamphlet only when—

(1) The unit or activity that makes out the records has approval to use the DA standard automated system.

(2) The equipment records for the automated system meet the needs of this pamphlet.

(3) Reports required to be sent to the national level also fit the needs of this pamphlet. Those reports will meet the format and data reduction requirements in chapter 5.

f. Units or activities that are ULLS users will comply with the system's automated users manual. ULLS provides automated procedures for performing and managing limited TAMMS functions and standard motor pool operations. Many manual forms are replaced by automated records in ULLS. The forms automated through ULLS are authorized and will be used in place of the manual forms.

g. Units or activities operating under SAMS will use procedures as outlined in AISM 25–L21–AHN–BUR–EM.

h. Units or air traffic control (ATC) facilities that maintain nonstandard Army ATC equipment must still use all historical and maintenance related forms in this pamphlet, as appropriate, as well as any other maintenance forms that are directed by the specific equipment's technical publications.

1–7. Forms requirements

a. The required forms and records give you and your commander a picture of the equipment's condition, use, operation, and needs.The ultimate purpose of this information is to have the equipment safe and ready for combat.

b. Operators, dispatchers, records clerks, mechanics, prescribed load list clerks, supervisors, and commanders have an equal stake in maintaining the forms.

c. The forms and records will not be redone just for neatness(See para 1–6c). Redo historical forms and records, as shown below, only when the original form is lost or so damaged that the information is no longer readable.

(1) When a historical form is redone, move all the information from the old form to the new one. In the remarks block of the new form or in the top or bottom margin, print: "New Form Initiated" and the date. The commander or the commander's designated representative signs the entry. Put UNK for unknown in any block that cannot be read. Throw away the national maintenance point (NMP) copies of forms made to replace lost or damaged forms.See the following instructions:

(a) These instructions apply only when the original form was on hand, but was lost or damaged.

(b) If equipment requiring a DA Form 2408–9 (Equipment Control Record) arrives in the unit without a form or there is no record of a DA Form 2408–9 on it, use the instructions in paragraph 5–2a.

(2) If you lose, damage, falsify, or destroy a record intentionally or through negligence, you will be subject to disciplinary action. These forms and records are important.

1–8. Status symbols

a. Status symbols are used on forms and records to show the seriousness of equipment faults or problems. The five status symbols below are used (X, CIRCLED X, HORIZONTAL DASH (–), DIAGONAL SLASH (/), and LAST NAME INITIAL):

(1) X. An X status symbol is for a fault or equipment condition that is a deficiency. Deficiencies put the equipment in an inoperable status. No one will authorize or order equipment operated until the X condition is repaired or status changed. If the condition is unusual and could occur on other similar equipment, check the other equipment. The commander or the commander's designated representative will immediately place all similar equipment in an X status symbol. Each item will be inspected. If the unsafe condition is found, it must be fixed; and, if necessary, a Category I deficiency report submitted, as outlined in chapter 11.Leave the equipment in an X status until instructions are received.An X status symbol applies to the following situations:

(a) Deficiency on the equipment. The motor officer, maintenance officer, or designated representative will inspect all work taken to correct each status symbol X and CIRCLED X deficiency.

(b) Component or assembly is defective or removed and makes the equipment unsafe to operate.

(c) Equipment has a deficiency listed in the "not mission capable if" (formerly equipment not ready/available if) of the equipment TMs PMCS table.

(d) Fault that endangers the lives of the operator or crew, listed in AR 385–55 as NMC, or that would further damage the equipment. This equipment will not be reported on MCSR unless listed in the NMC column of PMCS tables, but will be an administrative deadline.

(e) Urgent MWO has been published, but not applied to the equipment.

(f) Safety–of–Use message issued stating a potentially dangerous or unsafe condition on your equipment.

(g) The commander judges the equipment not able to do its mission.

(2) *CIRCLED X.* A CIRCLED X means the equipment has a deficiency but may be operated under set limitations. The commander or the commander's designated representative may authorize limited operation. The limited operation is usually for a one–time only operation but is dependent on the mission. A CIRCLED X status symbol applies to the following situations:

(a) Limited urgent MWO or deficiency with limiting conditions on your equipment. Limited condition means the equipment can be operated, but only within limits set by the MWO or other publication. The limits may affect operation or require a maintenance action in a set time.

(b) Potentially dangerous condition that requires limiting operations. When you find this type of condition, inspect other similar equipment. The commander or the commander's designated representative will put all similar equipment under limited operations. Send in a Category I deficiency report as outlined in chapter 11.

(3) *HORIZONTAL DASH (–).* A HORIZONTAL DASH shows that an inspection, component replacement, or overdue MWO has not been done or applied.

(4) *DIAGONAL SLASH (/).* A DIAGONAL SLASH shows a fault with equipment other than a deficiency. Faults must be fixed to make the equipment fully usable and to prevent more problems.

(5) *LAST NAME INITIAL.* A LAST NAME INITIAL shows a completely satisfactory condition or a corrected fault.

b. Status symbols reflect the judgment of the person making the inspection, operating the equipment, or doing the maintenance.No one will order an individual to change a status symbol. All changes become permanent, except CIRCLED X, until the fault is corrected or determined otherwise by the commander's designated representative, who will be knowledgeable in maintenance. The faults will be corrected per the Army –10 and –20 PMCS maintenance standards as noted in AR 750–1. A status symbol will be changed only under the following conditions:

(1) *Status symbol change.* The commander or commander's designated representative will ensure that the following is accomplished if they disagree with a status symbol:

(a) Changes can be made from a less serious to a more serious status symbol, and from a serious to a less serious status symbol.

(b) The commander or commander's designated representative will show a status symbol change on a DA Form 2404 (Equipment Inspection and Maintenance Worksheet) by re–entering the fault and new status symbol on the next open line. Print "status symbol change" in column d next to the fault.

(c) When either the original or final (change) status symbol is an X or a CIRCLED X, the repair work will be inspected. When the repair is finished, the repairer who performed the work will initial in column e. The commander or commander's designated representative will designate a qualified person who has not performed the repair work. This designated inspector will put his last name initial over the status symbol to accept the work and start the process to close out the fault.

(2) *Changing an X to a CIRCLED X status symbol.* A fault with an X status symbol puts the equipment in an inoperative condition. The equipment may have to be sent to a higher level maintenance activity for repair. Operating equipment in a CIRCLED X status symbol always carries some risk or danger. The commander or commander's designated representative will verify deficiency on a daily or mission basis, whichever is greater.

(a) Before allowing limited operations, make sure the crew or operators will not be endangered or the equipment further damaged.

(b) Changing an X to a CIRCLED X is temporary. When the daily or mission dispatch is over, the equipment goes back to an X status symbol.

(c) Changing an X not mission capable (NMC) condition to a CIRCLED X only effects operation of the equipment. The time is still counted as NMC on the DA Form 2406 (Materiel Condition Status Report), DA Form 3266–1 (Missile Materiel Readiness Report), DD Form 314 (Preventive Maintenance Schedule and Record), and DA Form 3266–2R (Missile Materiel Status Report Worksheet).

1–9. How to report errors, recommend improvements, and ask for help

a. If you need help or have questions about this pamphlet, send a letter through your command to the Director, USAMC Logistics Support Activity, ATTN: AMXLS–RRM, Redstone Arsenal, AL 35898–7466. Be sure to send the letter through channels, as the answer you need may be nearby. Your command will try to answer your question before passing it on. If you go through channels, you will get an answer sooner.

b. Make sure your DA Forms 2028 (Recommended Changes to Publications and Blank Forms) and letters asking for information list the paragraph and page number. Remember to add your name and DSN or commercial phone number.

1–10. Sample data collection

a. Sample data collection (SDC) is the DA authorized process in accordance with AR 750–1 and AR 750–2 for collecting and administering information on fielded Army equipment and equipment support.

b. Data is collected on specific equipment in specific units for specific objectives. The data provides equipment developers and equipment managers with actual field performance information in support of supply, maintenance, or engineering evaluations. The SDC Program establishes an audit trail and supports evaluations of SDC specific objectives; for example, evaluated fielded systems currently in production using engineering service type data for the purpose of improving the production system reliability, availability, maintainability, and readiness characteristics.

c. HQDA approves all SDC projects. The executive agent designated by DA for SDC management will announce the initiation of an SDC project by message 30 days before the SDC project implementation date. Participating units will be information addresses on those messages.

d. Accurate, timely, and complete recording of all data on TAMMS and SAMS forms and records by participating SDC units is essential to the success of an SDC project.

e. SDC project documentation includes a major Army command(MACOM) approved Field Procedures Guide (FPG), containing specific responsibilities, procedures, and instructions on what TAMMS, and SAMS forms will be required for the SDC project. In certain instances, it is necessary for the TAMMS forms to be modified to allow for the collection of essential data (for example, military occupational specialty (MOS) is not a required entry on the DA Form 2404 by the instructions in this pamphlet). Modified TAMMS and SAMS forms will only be used upon MACOM approval. Therefore, participating SDC units will ensure modified TAMMS and SAMS forms, if applicable, are completed as directed in the MACOM approved FPG.

f. AR 750–1 authorizes unit personnel in selected units to record data on special SDC forms. The use of special forms is restricted to a minimum and will be approved only with strong justification and per an approved SDC plan and FPG. Units participating in SDC projects will complete the applicable SDC form as directed by the MACOM approved SDC FPG. MACOM approval of the SDC FPG serves as the authority for unit personnel to complete the special SDC form.

Chapter 2
Operational Records and Dispatch Procedures

2–1. General procedures

a. This chapter tells how to make out and use forms for equipment operation, dispatch, and control.

b. The forms and records will be kept by all units, organizations, and activities who operate self–powered vehicles, towed vehicles, and stationary powered equipment. These forms may be used for other equipment when the commander wants hours of use, fuel, and oil added or other information.

c. Units with automatic data processing equipment support will use printouts or automated forms in place of the manual forms in this chapter.

d. The following publications tell how to train, test, and license equipment operators, except on aircraft, and report accidents:

(1) AR 55–19
(2) AR 56–9
(3) AR 190–51
(4) AR 385–40
(5) AR 385–55
(6) AR 600–55
(7) AR 700–84
(8) FM 21–17
(9) FM 55–30
(10) FM 21–305
(11) FM 21–306
(12) TB 600–1
(13) TB 600–2

2–2. How to dispatch equipment

a. Dispatching is the method by which a commander controls the use of equipment. However, allowing equipment to be used carries with it the responsibility for both the equipment and the operator's safety. Commanders ensure that dispatching procedures are understood and followed.

b. The commander appoints a responsible person to the duties of a dispatcher (reference para 1–6a(10)).

c. The dispatcher—

(1) Fills requests for equipment to be issued or used.